

Uploading Files

Uploading files to our wikispace is as easy as attaching a file to an email. The steps are found below:

- Make sure you click on Edit This Page
- Select the Add Image icon (It has a tree). This is really an upload button. You can upload any file or image with this. When you select this icon, a pop-up window will appear with all the files that have been uploaded to this wiki as well as options for uploading new images (See image below).
- To upload a new file, click on the Browse button, navigate to the file on your computer, and click to upload it.
- Once your file or image is uploaded, you will still need to find it among the many thumbnails already uploaded and double click on it to insert it.

Tips:


- Make sure you name your file uniquely so that you can find it more easily. If two files have the same name, then the wiki will have errors.
- There are several pages of uploaded files already, so you will need to check the thumbnail and name (another good reason to use unique names when uploading).
- If you don't see your file, try selecting Files Only if it's a file or Images Only if it's an image.
- Don't worry about the External Image URL button. This is only if you have an image or file loaded on another server, and you know the URL path to it.


Images & Files


Double click an image or file to insert it into the page.


Show: ☒ All ☐ Images Only ☐ Files Only


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Upload New File

External Image URL

Load an external image, then double click the image to insert it into the page.